Journalism (Yearbook) Syllabus

Mrs. Mendez VHS 2026-2027

Welcome to Journalism! Whether you are new to this course or a returning student, together we will overcome challenges and celebrate our triumphs as we create a sensational yearbook that documents the year to come. I expect each of you to have patience, an open mind, and a willingness to learn as we navigate this course together! Good luck! ☺

How to Reach Me:

1. salina.mendez@hcbe.net
2. Canvas
3. HCSD App

Course Objectives:

In this course students will foster growth in journalism, business, and leadership through the production and completion of the VHS yearbook. Students will produce pages for the yearbook, learn guidelines for basic and advanced layout, journalistic terms, and skills for writing copy and captions. Students will also be in charge of advanced yearbook sales.

- Journalism
  - Write and edit feature copy, headlines, and captions
  - Design layouts
  - Recognize quality photographs
  - Consider audience interest
- Business
  - Devise yearbook sales campaigns
  - Keep accurate records of monies generated and spent
  - Design ads
- Leadership
  - Accept responsibility and constructive criticism
  - Work with others to accomplish goals
  - Develop strong interpersonal relationships
  - Become a more effective leader

Class Rules:

1. Be Respectful

Maintain a respectful and positive attitude towards the teacher and other students. Bullying will not be tolerated.

2. Be Prepared

Come to class with the necessary supplies. Complete all assignments and be ready to work.

3. Be Engaged

Give me your attention, curiosity, interest, and optimism. Be ready and willing to participate.

Supplies Needed: Chromebook, Notebook Paper, and a Writing Utensil

Tissue and sanitizer donations are greatly appreciated!

Grading:

Major Assessments: 45%
At least 5 per semester
Minor Assessments: 20%
At least 8 per semester
Daily Work: 15%
At least 15 per semester
Final Assessment: 20%
Final Exam (Fall & Spring)

*This course includes a cumulative exam at the end of the semester.

Infinite Campus: Student grades can be monitored by checking Infinite Campus. Both parents and students have access to Infinite Campus and should check it regularly.

Optional Purchases: As a member of the yearbook staff, you can purchase a personalized yearbook at a discounted price of $50. Your yearbook can include your name and up to four icons. Additionally, as a class we will create a yearbook t-shirt. The t-shirt cost will be from $15-$20, depending on the intricacy of the design and colors.

*More information on the yearbook and t-shirt order will be forthcoming. Be sure to look for updates on Canvas.

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Makeup Work: You must attend class regularly in order to be successful in this course. If you are absent, it is **your responsibility** to see me to obtain missed notes/ assignments and schedule a time to complete them. You have **five days** to make up the missed work. After five days, the assignments will **not** be accepted.

Late Work: You will receive half credit for up to five days after the due date for late assignments. After five days, you will receive a **zero** for the missing work.

Yearbook Responsibilities:

- You will be required to work on yearbook pages daily. You will find info for your pages (pictures and body copy) and will submit it on or before the deadline.
- All information regarding the yearbook is confidential until it is released in the spring. It is **your** responsibility to ensure that **no** yearbook information leaves the room.
- Assigned pictures and information for pages are **your** responsibility. If you cannot attend your assigned event, it is **your** job to find someone who can.

Chromebooks: All students are issued a district-approved Chromebook for instructional purposes, student engagement, and student learning. Chromebook use is at the discretion and direction of the classroom teacher. Be sure your Chromebook is charged and ready to use in class.

Camera Use & Replacement Cost:
By checking out the school cameras, you assume replacement cost (point/click digital cameras: $50, DSLR: $300). It is your responsibility to assess the camera for any issues prior to check out. Cameras must be checked in and out by the instructor.

Curriculum Info: The curriculum for this course is aligned with Georgia's K-12 English Language Arts Standards.

Visit gadoe.org/learning/english-language-arts/ to view the standards for this course.

Yearbook Avenue: To complete the yearbook, we will be using the Jostens platform Yearbook Avenue. All pages for the yearbook will be completed using the tools in this platform. It is vital that you are familiar with how to navigate this site in order to submit your pages on time. You are encouraged to access Yearbook Avenue outside of class and familiarize yourself with its features at the start of the semester. We will have several lessons that will allow you to practice using Yearbook Avenue prior to creating actual yearbook pages, but please explore the platform on your own and bring your questions to the yearbook advisor or one of the editors.

Accessing Yearbook Avenue:

Step One: Go to yearbookavenue.jostens.com

Step Two: Enter the year "2027" and the job number "40689"

Step Three: Your username is _____. Your password is _____.

*Usernames and Passwords will be given at a later date.

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Mrs. Mendez VHS 2026-2027

Student Name: _____ Class Period: 5th

Parent/Guardian Contact Information:

Parent/Guardian Name: _____

Parent/Guardian Email: _____

***Email is my primary method of contact.**

Please ensure that you list a working email that is regularly checked.*

Parent/Guardian Phone: _____

Comments/Concerns about your student: _____

_____

_____

_____

By signing below I acknowledge that I understand the expectations of Mrs. Mendez's class. I agree to not only abide by the rules and procedures described in this syllabus, but also all rules outlined in the Veterans High School student handbook. I understand that failure to do so will result in disciplinary action.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Please return this page by Friday, August 7th